



Date: November 9, 1994

From: Dennis Norton

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Subject: Revision Of Delegated Authorities

To: All Holders of the Purchasing Manual M72-80

Office of State Procurement has revised the delegation of authorities to WSDOT.

This revision is a clarification of the exclusion of using the delegated general authorities for public works. The exclusion of the use of these authorities as originally written did not permit any agency to use general authorities for public works. This restriction impacted DOT in the conduct of our normal daily business.

Representatives from DOT met with OSP and the Division of Engineering and Architectural Services (E&A) to discuss the impact of this restriction. The outcome of that meeting was that E&A stated that the exclusion was intended only for E&A client agencies. It was further agreed that DOT is not a client agency of E&A and has the expertise and authority to enter into public works agreements as needed. The letter from OSP confirms that the exclusion of using the delegated general authorities for public works applies only to E&A client agencies.

Based on this information DOT is not excluded from using delegated general authorities for the purchase of public works. Therefore, the purchasing manual M72-80 will be revised to indicate that public works may be purchased using delegated general authorities. **In the meantime, purchases of typical public works services as contained in appendix 17 of the purchasing manual M72-80 are permissible (Does not include Personal Services)¹.** These purchases may be made using delegated general authority G3-b.

Please note: *The services listed in appendix 17 are a representative sample of types of services. It is not an all inclusive list.*

¹ See Chapter 3 of the Purchasing Manual M72-80 for clarification of purchased services.

The rules of competition are to be followed when purchasing public works with delegated general authorities. **Purchases \$800 and below may be made without competition based on knowledge of the market place. Purchases between \$800 and \$35,000 require a minimum of three phone or written quotes including, when practical and if available, one quote each from a minority owned and a woman owned business enterprise.** It is recommended that written quotations be obtained for all purchases in excess of \$6,000. This delegation does not preclude the requirement of obtaining the proper permits.

Purchases in excess of \$35,000, with some exceptions such as Emergencies, are to be made via the formal sealed bid process in compliance with WSDOT Directive D59-03. Purchases of Public Works are to comply with the delegation of authority rules as outlined in the Purchasing Manual M72-80. Individuals are not to exceed their Delegated Purchase Authority.

Please contact me if you require additional information or clarification regarding this matter.

cc: Bob Anderson
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